

# Instructions for Navigating to the Submit Reporting Requirements Site

**Step 1** From the Submit Reporting Resources page (<https://www.eere-pmc.energy.gov/SubmitReports.aspx>) on the PMC, select the "Log into the Recipient/Applicant Site" link.

The screenshot displays the EERE Project Management Center website. The header includes the U.S. Department of Energy logo and the text "Energy Efficiency & Renewable Energy". The main navigation bar features links for HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES (highlighted), MEDIA, GLOSSARY, and DOE OFFICIALS LOGIN. A search bar is located on the right. Below the navigation bar, a breadcrumb trail reads: "EERE Project Management Center » Recipient Resources » Submit Reporting Requirements". The left sidebar contains a list of links: Recipient/Applicant Login, Submit Reporting Requirements (highlighted), FEMP Contractor Document Upload, NEPA Compliance Information & Submissions, eFOIA Electronic FOIA Request, State Energy Policy (SEP) Reference Documents, Forms, and Questions & Comments. The main content area is titled "Recipient Resources Reporting Requirements Submit Reporting Requirements Online". It contains a paragraph explaining the need for an account and a list of links: "Log into the Recipient/Applicant Site" (circled in red) and "Register a new Recipient/Applicant Login Account". Below this, a "Resources" section lists two PDF links: "Instructions for Setting up a Recipient/Applicant Login Account (PDF 899 KB)" and "Instructions for Navigating to new Submit Reports Location (PDF 899 KB)". A link "Click here for Questions and Comments" is also present. At the bottom, a note states "Some Documents are available as Adobe Acrobat PDFs." with a "Download Adobe Reader" link.

U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

EERE Project Management Center Home | Login: DOE Officials - Public Users

EERE Project Management Center

HOME ABOUT BUSINESS OPPORTUNITIES RECIPIENT RESOURCES MEDIA GLOSSARY DOE OFFICIALS LOGIN

EERE Project Management Center » Recipient Resources » Submit Reporting Requirements

Recipient/Applicant Login  
Submit Reporting Requirements  
FEMP Contractor Document Upload  
NEPA Compliance Information & Submissions  
eFOIA Electronic FOIA Request  
State Energy Policy (SEP) Reference Documents  
Forms  
Questions & Comments

## Recipient Resources Reporting Requirements Submit Reporting Requirements Online

All Submit Reporting Requirements users must create an Applicant/Recipient Login account or use an existing account for this feature. To have access to the previously uploaded documents and to view the printable FARC, it is important that the new account be created using the same email address listed as Business or Technical Contact in the PMC.

- [Log into the Recipient/Applicant Site](#)
- [Register a new Recipient/Applicant Login Account](#)

### Resources

- Instructions for Setting up a Recipient/Applicant Login Account (PDF 899 KB).
- Instructions for Navigating to new Submit Reports Location (PDF 899 KB).

[Click here for Questions and Comments](#)

Some Documents are available as Adobe Acrobat PDFs. [Download Adobe Reader.](#)

**Step 2** Enter the valid email address information for your Recipient/Applicant Login account and click the "Continue..." button.



The image shows a web page titled "Welcome Applicants and Recipients" and "EERE-PMC Sign-in Page". It features a "Sign-in" header, a text input field for "Sign-in E-mail Address:", and a "Continue..." button. Below the button are links for "Register a New Account" and "Lost Password?". The page also displays the U.S. Department of Energy Golden Field Office logo and a "WARNING!" section with a disclaimer about federal computer system usage.


**Welcome Applicants and Recipients**  
**EERE-PMC Sign-in Page** [Return to Main EERE-PMC web site](#)

**Sign-in**

Sign-in E-mail Address:

[Continue...](#)

[Register a New Account](#) [Lost Password?](#)

  
**U.S. Department of Energy**  
**Golden Field Office**


**WARNING!**

This computer is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning


**Step 3** Complete the Sign-in verification page completing all required fields as indicated and click the "Continue..." button.

*NOTE: Verify the Pass Image and Pass Phrase are what you chose when creating the account.*

**Welcome Applicants and Recipients**  
**EERE-PMC Sign-in Page**[Return to Main EERE-PMC web site](#)

**Sign-in**

**Pass Image & Pass Phrase**  
(if this image & pass phrase do not correspond to your account,  
please contact the help desk at [eere-pmc@ee.doe.gov](mailto:eere-pmc@ee.doe.gov)).



**Pass Phrase:**

**Challenge Question:** What was your first pet's name?

**Challenge Answer:**

**Password:**

**Step 4** Check the "I agree to this web site's terms of use" box and click the "Continue..." button.



**Welcome**  
**EERE-PMC User Account Home**

[Return to Main EERE-PMC web site](#) | [Sign out](#)

---

Partnering through innovation

**U.S. Department of Energy - Golden Field Office**

---

**Security Notice**

This web site is part of a Federal computer system used to accomplish Federal functions. The Department of Energy monitors this web site for security purposes to ensure it remains available to all users and to protect information in the system. By accessing this web site, you are expressly consenting to these monitoring activities.


Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Pub. L. 990474) and the National Information Infrastructure Protection Act of 1996 (Pub. L. 104-295), (18 U.S.C. 1030), or other applicable criminal laws.

☐ I agree to this web site's terms of use.

[Continue...](#)

**Step 5** Select the "Submit Your Reporting Requirements" tab.

*NOTE: Please follow the instructions provided in the Award Recipients header for access to upload Reports.*

**Welcome** [Redacted]  
**EERE-PMC User Account Home**

Return to Main EERE-PMC web site | Sign out

Partnering through innovation

U.S. Department of Energy - Golden Field Office

[Personal Directories](#) [NEPA EQ Submissions](#) [Your DOE Awards](#) **[Submit Your Reporting Requirements](#)** [Update Your Account](#)

**Submit Your Reporting Requirements**

**Federal Energy Management Program (FEMP) Contractors**

If you are a Federal Energy Management Program (FEMP) ESCO Contractor uploading award documents to your ESPC IDIQ task order, please follow the link below.

[Click this Link if you are an ESCO Submitting Requirements to Task Order](#)

**Award Recipients**

If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.

[Click this Link to Enter Award Number and Submit Reporting Requirements](#)

**Your Previously Uploaded Reports**

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

DOE AWARD NUMBER: [Redacted]

Project Title: Test Project Title

File Name

File Type

Uploaded

[Redacted]


[Redacted]

[Redacted]

Upload New Document to this Award +

View the Printable FARC for this Award

**Step 6** As an Award Recipient you can choose to either "Upload New Document to this Award" or "Click this Link to Enter Award Number and Submit Reporting Requirements".

**Welcome** [REDACTED]

**EERE-PMC User Account Home**[Return to Main EERE-PMC web site](#) | [Sign out](#)

Partnering through innovation

**U.S. Department of Energy - Golden Field Office**

[Personal Directories](#) [NEPA EQ Submissions](#) [Your DOE Awards](#) [Submit Your Reporting Requirements](#) [Update Your Account](#)

**Submit Your Reporting Requirements**

**Federal Energy Management Program (FEMP) Contractors**

If you are a Federal Energy Management Program (FEMP) ESCO Contractor uploading award documents to your ESPC IDIQ task order, please follow the link below.

[Click this Link if you are an ESCO Submitting Requirements to Task Order](#)

**Award Recipients**


If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.

[Click this Link to Enter Award Number and Submit Reporting Requirements](#)

**Your Previously Uploaded Reports**


If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

**DOE AWARD NUMBER:** [REDACTED]

[Upload New Document to this Award](#) 

[View the Printable FARC for this Award](#)

**Project Title:** Test Project Title

File Name	File Type	Uploaded
 [REDACTED]	[REDACTED]	[REDACTED]

**Step 7** If you selected the "Click this Link to Enter Award Number and Submit Reporting Requirements", enter the Award number and click the "Click to Upload Document to Award" button.

*NOTE: This option is used if you are not listed as the Business or Technical contact on the award record in PMC, but still need to upload reporting requirements to the award.*



Welcome [REDACTED]

**EERE-PMC Submit Reporting Requirements**

[Return to Main EERE-PMC web site](#) | [Sign out](#)

Partnering through innovation

U.S. Department of Energy - Golden Field Office

[Return to the Submit Your Reporting Requirements Area](#)

## Submit Reporting Requirements

### Award Recipients may submit reporting requirements through this page

The Assistance Agreement for your award includes the award number in the upper left-hand corner. If the award number follows this structure "DE-FG36-09GO12345", please use the last 7 alpha numeric characters in the "Enter Award Number" field. If your award number follows this structure "DE-EE1234567", please use the last 9 alpha numeric characters in the "Enter Award Number" field. (see example below)


DE-FC36-09	GO12345
or	
DE-	EE1234567
	Award Number

Enter Award Number

[Click to Upload Document to the Award](#)

[Click here for Question and Comments](#)

**Step 8** If you selected "Upload New Document to this Award" link, or after you entered the Award Number in Step 7, select the "Your Requirement – Upload Reports" link.

**Welcome** [REDACTED]

**EERE-PMC Submit Reporting Requirements**Return to Main EERE-PMC web site | Sign out

Partnering through innovationU.S. Department of Energy - Golden Field Office

Return to the Submit Your Reporting Requirements Area

**Submit Reporting Requirements**

**Agreement Information** **Your Requirements - Upload Reports**

**DOE/EERE Agreement Number: DE-EE9999999**

**Project Title**

**Recipient**

**Bus Contact**PhoneEmail

**Tech Contact**

**Agreement Status**Active, contract in performance from award date to completion date.

**Budget Period**-

**Project Period**-

**DOE Information**

**Project Officer**Not assigned

**Project Monitor**Not assigned

**Contracting Officer**Not assigned

**Financial Assistance Specialist**Not assigned

[Click here for Question and Comments](#)



**Step 9** Submit your reporting requirement by either clicking on the appropriate "Upload Report" link under the "Action" column or by clicking the "Click here to Upload a Report Not Listed as a Deliverable Requirement (See Below)" link.



Welcome [Redacted]

**EERE-PMC Submit Reporting Requirements**

[Return to Main EERE-PMC web site](#) | [Sign out](#)

Partnering through innovation

U.S. Department of Energy - Golden Field Office

[Return to the Submit Your Reporting Requirements Area](#)

## Submit Reporting Requirements

[Agreement Information](#) | **Your Requirements - Upload Reports**

### Reporting Requirements

#### Frequency Indicators

A - Within (5) calendar days after the event or as specified.  
 F - Final; within 90 calendar days after the expiration or termination of the award.  
 Y - Yearly; within 90 calendar days after the end of the annual reporting period.  
 S - Semiannually; within 30 days after the end of the reporting period.  
 Q - Quarterly; within 30 calendar days after the end of the quarterly reporting period.  
 Y180 - Yearly; within 180 days after the close of the recipient's fiscal year.  
 O - Other: See instructions for further details.

#### Reporting Period

Reporting Period	Date Due
October 1st - December 31st	January 30th
January 1st - March 31st	April 30th
April 1st - June 30th	July 30th
July 1st - September 30th	October 30th

**\*\*Per the EERE 355 FARC Federal Assistance Reporting Checklist and Instructions in the Assistance Agreement, the Scientific/Technical Reporting Requirements must be uploaded to the DOE Office of Scientific and Technical Information (OSTI) E-Link system**

[Click here to Upload a Report Not Listed as a Deliverable Requirement \(See Below\)](#)



#### Delinquent Deliverable Requirements



#### Current Deliverable Requirements

Report Type	Freq	Reporting Period	Due Date	Status	Action
Research Performance Progress Report (RPPR) (RD&D Projects)	Q	7/1/2015 - 9/30/2015	10/30/2015	Not Received	<a href="#">Upload Report</a>
Journal Article-Accepted Manuscript	Q	7/1/2015 - 9/30/2015	10/30/2015	Not Received	<a href="#">Upload Report</a>
U.S. Manufacturing Report (EERE 358)	Q	7/1/2015 - 9/30/2015	10/30/2015	Not Received	<a href="#">Upload Report</a>



#### Upcoming Deliverable Requirements

[Click here for Question and Comments](#)